

DOCUMENT CHECKLIST

(separate set of documents is required for scholarship applications)

HAVE YOU INCLUDED EVERYTHING?

Please read the following carefully to ensure that you have sent us everything we need to process your application without delay.

Please DO NOT send original documents - we do not guarantee that they will be returned. Please use ONE staple to attach certified true copies of the following documentations:

☐ 4 passport-sized photographs with your name and identity card number clearly written on the back

☐ 1 certified copy of birth certificate

☐ 1 certified copy of NRIC

☐ 1 copy of school leaving certificate

☐ 1 certified copy of SPM certificate

☐ 1 certified copy of STPM / UEC / CAT certificate (as applicable)

- ☐
- ACCA : Passed SPM with 5 credits including English and Mathematics AND 2 principal passes in STPM or UEC or CAT
 - CAT: Passed SPM with 5 credits including English and Mathematics
 - LCCI: Passed SPM with 2 credits including English and Mathematics
 - DIA/DCS : Passed SPM/ O-Levels/ UEC (min 3 credits AND passed English and Mathematics

☐ If financed by scholarship/study loan, please attach documentary evidence

☐ No exemptions may be obtained with effect from September 2013 on MQA compulsory subjects previously attempted.

☐ 1 copy each of all completion certificates issued by the awarding body.

☐ 1 copy each of official transcripts, issued by the awarding body, listing the subjects passed to gain your qualification(s).

☐ Other documents (pls state) _____.

Issued by : _____

Date : _____

PERSONAL PARTICULARS (Capital letters and underline surname)

Name (as in NRIC)	:				Please attach recent photograph here		
NRIC No.	:			Student ID (office use only)		:	
Date of Birth	:	<input type="text"/>	/	<input type="text"/>		/	<input type="text"/>
		Day		Month			Year
Gender	:	<input type="checkbox"/> Female		<input type="checkbox"/> Male			
Nationality	:	<input type="checkbox"/> Malaysian		Marital Status		:	<input type="checkbox"/> Single <input type="checkbox"/> Married
Race	:	<input type="checkbox"/> Chinese		<input type="checkbox"/> Indian			<input type="checkbox"/> Malay
Religion	:	<input type="checkbox"/> Buddhist		<input type="checkbox"/> Christian		<input type="checkbox"/> Hindu <input type="checkbox"/> Muslim	
				Others	:		
				Others	:		
				Others	:		

CORRESPONDENCE DETAILS

Residential Address	:			
		(Postcode)	(State)	(Country)
Contact No.	:	(Home)	(Mobilephone)	(Email)

HOW DID YOU FIND OUT ABOUT US?

<input type="checkbox"/> Newspaper (E / BM / C)	<input type="checkbox"/> Brochures	<input type="checkbox"/> Website
<input type="checkbox"/> Friends / Relative	<input type="checkbox"/> Career Talk / Exhibition	<input type="checkbox"/> Employer
<input type="checkbox"/> Others (please state) _____		

COURSE APPLIED FOR

INTAKE	Month	:	<input type="text"/>	Year	:	<input type="text"/>	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Please tick (v) the course you are applying								
→ CERTIFIED ACCOUNTING TECHNICIAN (CAT) <input type="checkbox"/> State level: _____					→ COMPUTER <input type="checkbox"/> Microsoft Office Word (Essential) <input type="checkbox"/> Microsoft Office Excel (Essential) <input type="checkbox"/> Microsoft Office Excel (Advanced) <input type="checkbox"/> Microsoft Office Access (Elementary) <input type="checkbox"/> Preparing Effective PowerPoint Presentation <input type="checkbox"/> Computerised Accounting (UBS) <input type="checkbox"/> Computerised Accounting (MYOB)			
→ THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) <input type="checkbox"/> Fundamental Level (Knowledge modules) <input type="checkbox"/> Fundamental Level (Skills modules) <input type="checkbox"/> Professional Level					→ ENGLISH <input type="checkbox"/> English for Special Purpose (ESP) <input type="checkbox"/> Practical English Programme (PEP) <input type="checkbox"/> International English Language Testing System (IELTS) <input type="checkbox"/> Malaysian University English Test (MUET)			
→ THE LONDON CHAMBER OF COMMERCE & INDUSTRY (LCCI) <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 2 <input type="checkbox"/> Group Diploma in Accounting					→ OTHER PROGRAMMES (pls state) <input type="text"/>			
→ INTERNAL DIPLOMA <input type="checkbox"/> Diploma in Accounting <input type="checkbox"/> Diploma in Computer Studies								

EMERGENCY CONTACT (Person to be contacted in an emergency) - If married, please state your spouse's details.

Contact Person : _____ NRIC No.: _____ Relationship : _____
 Religion : _____ Dialect: _____ Race : _____
 Address : ☐ Residential ☐ Office _____

 (Postcode) (State) (Country)
 Contact No. : (Home) (Mobilephone) (Fax)

MEDICAL HISTORY

If you are physically disabled, please state the nature of the disability. If not, please write "NIL".

Any medical condition which may be of concern : ☐ Allergies ☐ Asthma ☐ Color Blindness ☐ Heart Condition ☐ Nil
 Others, please state : _____

FINANCIAL RESOURCES / SPONSORSHIP

Name of Sponsor : _____
 Contact Person : _____
 Address : _____

 (Postcode) (State) (Country)
 Contact No. : (Home) (Mobilephone) (Fax)

Monthly Household Income :

☐ Less than RM1,000 ☐ RM1,001 - RM2,000 ☐ RM2,001 - RM3,000 ☐ RM3,001 - RM4,000
☐ RM4,001 - RM5,000 ☐ RM5,001 - RM6,000 ☐ RM6,001 - RM7,000 ☐ RM7,001 - RM8,000
☐ RM8,001 - RM9,000 ☐ More than RM9,000

ACADEMIC RECORDS

Were you previously or currently pursuing any course at another Institution of Higher Learning?

☐ Yes Course of Study : _____
 Intake (Month & Year) : _____ Year of Completion : _____
☐ No (Please provide the following details)
☐ Actual Results ☐ Forecast Results
☐ SPM ☐ GCE 'O' Level ☐ STPM ☐ GCE 'A' Level ☐ Others (please state) : _____
 School/Institution : _____ Year of Completion : _____

ENGLISH LANGUAGE ACHIEVEMENT

☐ TOEFL ☐ IELTS ☐ MUET ☐ Others (please state) : _____
 Name of Institution : _____ Score/Grade : _____ Year of Completion : _____

MALAYSIAN QUALIFICATIONS AGENCY (MQA) COMPULSORY SUBJECTS PREVIOUSLY ATTEMPTED

Subject	Grade	Subject	Grade
Bahasa Kebangsaan A		Islamic Studies	
Bahasa Kebangsaan B		Moral Education	
Malaysian Studies			

Name of Institution : _____ Year of Completion : _____

Please enclose certified true copies of certificates/transcripts.

ENCLOSURES (Documents checklist)

- | | | | |
|---------------------------|----------|------------------|--------------------------|
| • Registration fee | RM _____ | (non-refundable) | <input type="checkbox"/> |
| • Application fee | RM _____ | (non-refundable) | <input type="checkbox"/> |
| • Resource Fee | RM _____ | (non-refundable) | <input type="checkbox"/> |
| • Deposit for Access Card | RM _____ | (refundable) | <input type="checkbox"/> |
-
- | | | | |
|---|--------------------------|---|--------------------------|
| • 4 passport-sized photographs | <input type="checkbox"/> | • 1 copy of school leaving certificate | <input type="checkbox"/> |
| • 1 certified copy of birth certificate | <input type="checkbox"/> | • 1 certified copy of SPM/ STPM / UEC / CAT certificate (as applicable) | <input type="checkbox"/> |
| • 1 certified copy of NRIC | <input type="checkbox"/> | • If financed by scholarship/study loan, please attach documentary evidence | <input type="checkbox"/> |

Notes :

- Please note that your application will not be processed if the documents submitted are incomplete.
- The completed forms may be sent to **Operations Department, Kolej Sunway Kuching, No.1, Song Plaza, Lot 12168, 1st & 2nd Floor, Block 16 KCLD, Jalan Tun Jugah, 93350 Kuching**. Please DO NOT send cash through the post. Kolej Sunway Kuching will not be held responsible for the loss of the cash or any other eventualities arising from the mailing of cash. Cheque, Bankdrafts, Money/Postal Orders are to be made payable to **'Sunway TES (East Malaysia) Sdn. Bhd.'**.

CONDITIONS

- A student whose application is approved must proceed to enrol in the desired programme/ subject using the Enrolment Form each semester and make payment of all fees and deposits due as set out in the Fee Schedule.
- Failure to pay fees within the stipulated time may result in the student being barred from classes, examinations and use of College facilities.
- All General Fees are not refundable.
- The proportion of Tuition Fee Refund, upon official withdrawal, is shown below:
 1. Before commencement of intake - 100% of tuition fee
 2. 1 - 3 days after commencement of intake - 75% of tuition fee
 3. 4 - 6 days after commencement of intake - 50% of tuition fee
 3. Thereafter - No refund
- An administration fee RM100.00 may be levied for application of Tuition Fee Refund.
- Any course transfer (add/ drop) must be made in writing within 2 weeks of the commencement of the semester. The approval for transfer of tuition fees is at the discretion of the Chief Executive Officer. A full fee is only transferable if the application for transfer is received before the commencement of the semester. However, if the fee for the new course or subject is higher, the student will be required to top up the difference. The processing fee for each application for transfer is RM100.00.
- The management reserves the right to cancel/ postpone commencement of lectures should number of students fall less than 5.
- Students must abide by the Kolej Sunway Kuching 'Rules and Regulations Handbook'.

ACKNOWLEDGMENT, AGREEMENT AND CONSENT**Applicant**

I have read and fully understand all the terms and conditions governing admission before submitting this application.

I have read Sunway Education Group's privacy policy and the purposes for which my personal information will be used. I authorise the college to disclose my personal information for educational/academic purposes, in compliance of legal obligations, or in accordance with the privacy policy.

I authorise the college to release my academic/educational progress to my parent/guardian (details of which are in the next column) (if Applicant is below 18 years old).

I hereby declare that all information provided by me in this form, including those information given in all other documents submitted with this form, is complete and accurate. I also accept that Kolej Sunway Kuching reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.

I further agree allow Sunway College to use, without any charge, my personal information including photographs and videos for publicity and/or promotional purposes.

I further agree to:

- Abide by the Kolej Sunway Kuching policies, rules and regulations at all times.
- Accept that Kolej Sunway Kuching reserves the right to revise the current fees in line with its continuous course development policies.

Signature of Applicant_____
Name as in NRIC_____
NRIC no.Date : _____
Day / Month / Year**Parent / Guardian / Sponsor**

I hereby agree to pay all fees due on the dates stipulated by Kolej Sunway Kuching. I understand and agree that Sunway College has the right to bar my child/ward, including deregistration, due to default in payment of fees.

I have also read and fully understand all the terms and conditions governing admission for this application. I hereby apply for his/her place of study at Sunway College.

Signature of Parent/Guardian/Sponsor_____
Name as in NRIC_____
NRIC no._____
Occupation_____
Contact No. (Mobile)Date : _____
Day / Month / Year

FRONT OFFICE

Application Received by	:	_____	<div>_____</div> <div>Signature of Manager - Front Office</div> Date : _____ <div>Day / Month / Year</div>
Date Received by	:	_____	
Student Sunway ID	:	_____	
Access Card Deposit	:	_____	
Remark	:	_____ _____	

REGISTRAR

<input type="checkbox"/> Documents are complete <input type="checkbox"/> Entry requirement met: Passed BM and Sejarah in SPM AND : <ul style="list-style-type: none"> • ACCA: Passed SPM with 5 credits including English and Mathematics AND 2 principal passes in STPM or UEC or CAT • CAT: Passed SPM with 5 credits including English and Mathematics • LCCI: Passed SPM with 2 credits including English and Mathematics • DIA/ DCS: Passed SPM/ O-Levels/ UEC (min 3 credits AND passed English and Mathematics) 	<div>_____</div> <div>Signature of Manager - Registrar</div> Date : _____ <div>Day / Month / Year</div>
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OPERATIONS DEPARTMENT

<input type="checkbox"/> Offer Without Condition <input type="checkbox"/> Conditional Offer <input type="checkbox"/> Rejected	<div>_____</div> <div>Signature of Manager - Operations</div> Date : _____ <div>Day / Month / Year</div>
Conditions / Remarks : _____	

